



I-06-016

Contract # 3936
(Obtain from City Clerk)**CONTRACT REVIEW/APPROVAL ROUTING FORM****INSTRUCTIONS:****1. First time original contracts**

- a.) Contact City Clerk's Office for Contract Number
- b.) One copy of the contract routing form
- c.) Three original contract documents

2. Amendments/Change Orders

- a) Contact City Clerk's Office for a NEW Contract #
- b) One copy of the contract routing form
- c) Three original amendments/change orders
- d) One copy of the original contract

CONTRACT DESCRIPTION**Originator:** Debbie Tarry**Routed by:** Debbie Tarry**Department/Division:** Finance**Date:** 8/18/2006

Type of Contract: ☐ (C) Building Construction ☐ (L) Lease Agreement ☐ (I) Intergov't Agreement
☐ (A) Addendum/Change Order ☐ (W) Public Works ☐ (O) Other
☐ (GR) Grants ☐ (S) Purchase of Services (all types)

CONTRACT TITLE: Interagency Data Sharing Agreement - State of Washington**Brief Description of Services:** Agreement between the City, DOL, and DOR to provide business license services and to share information for establishing UBI numbers for businesses.**Contract Modification:** Has the original contract boilerplate language been modified? ☐ N ☒ Y If yes, list which sections have been modified. This is a State of Washington Agreement Form that must be used**Bid/RFP Number:** N/A**Name of Consultant/Contractor** State of Washington**Effective Date:** 8/18/2006**Termination Date:** None**Total Amount of Contract:** N/A**OrgKey # & Object #** _____

(including reimbursable expenses)

J/L # (if required) _____Is there sufficient funds in the current budget to cover this contract? ☒ Y ☐ N If no, from where are the additional funds coming? _____**Payment Terms** (monthly installments, progress payments, etc.): _____**Remarks:** _____**SIGNATURE ROUTING:**

- ☒ 1. Project Manager/Director
 - ☒ 2. Risk Mgmt/Budget
 - ☒ 3. City Attorney
 - ☒ 4. Send to Consultant for signature (only send contract documents)
 - ☐ 5. City Council
- Approval (if required) _____

DT 8/18/06
DT 8/18/06
FPC 8/29/06
N/A
(mo/day/year)

- ☐ 6. City Manager (if required)
- ☒ 7. Dept. Director (if authorized)
- ☐ 8. City Clerk
- ☐ 9. Purchasing

Date

N/A
DT
CS

2006 009

INTERAGENCY DATA SHARING AGREEMENT
BETWEEN
THE STATE OF WASHINGTON
AND
THE CITY OF SHORELINE, WASHINGTON

This Agreement is made and entered into by and between the State of Washington Department of Revenue and Department of Licensing, hereinafter referred to as "DOR" or "DOL" respectively, or jointly as "the State," and the

City of Shoreline
Shoreline City Hall
17544 Midvale Avenue North
Shoreline, Washington 98133-4921

hereinafter referred to as "the City."

I. PURPOSE

It is the purpose of this Agreement to (1) authorize DOL's Master License Service, hereinafter referred to as "MLS," to act as the City's agent for business licensing activities; (2) ensure that the City will retain full, lawful, regulatory and approval authority over all business licensing activities within its jurisdiction; and (3) set out the terms and conditions under which the City will have on-line access to the Department of Revenue's Unified Business Identifier (UBI) "Inquiry" and "Add" systems for the purpose of allowing City employees to issue UBI numbers to applicants for business licenses through the Master License Service.

THEREFORE, IT IS MUTUALLY AGREED THAT:

II. DEFINITIONS

As used throughout this Agreement, the following terms shall have the meanings set forth below:

"*Confidential Information*" shall mean information that may be exempt from disclosure to the public or other unauthorized persons under chapter 42.56 RCW (the Washington State Public Records statute), RCW 82.32.330 (DOR's excise tax confidentiality statute), RCW 84.08.210, RCW 84.40.020, RCW 84.40.340 (DOR's property tax confidentiality statutes), RCW 70.158.050(2) (tobacco product manufacturers statute), or other state or federal statutes. Confidential Information includes, but is not limited to, Personal Information, agency source code or object code, and agency security data.

"*Personal Information*" means information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, e-mail addresses, credit card information, law enforcement records or other identifying numbers, any financial identifiers, and other information that may be exempt from disclosure to the public or other unauthorized persons under RCW 42.17.310, chapter 42.56 RCW, RCW 82.32.330, RCW 84.08.210, RCW 84.40.020, RCW 84.40.340, RCW 70.158.050(2) or other state and federal statutes.

"RCW" means the Revised Code of Washington; the statutes of the State of Washington. They may be reviewed at <http://apps.leg.wa.gov/rcw/>.

III. STATEMENT OF WORK

The parties to this Agreement shall furnish the necessary personnel, equipment, material and/or service(s) and otherwise do all things necessary for or incidental to the exchange of data as set forth in the *Statements of Work, Attachments A (for the Department of Revenue) and B (for the Department of Licensing)* attached hereto and incorporated herein.

IV. PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this Agreement will begin on the **date of final signature hereto**, and end **two years thereafter**, unless terminated sooner as provided herein. By written agreement of the Parties, the period of performance of this Agreement may be extended for up to three additional two-year terms

V. COMPENSATION

Services identified in this Agreement are provided by DOL at no charge to the City unless otherwise noted. Services provided by DOR are provided at no charge to the City.

2nd copy

Communications and travel-related costs for project coordination, or for respective staff needing to visit either the City or DOL locations, will be absorbed by the respective parties for their own staff.

The City will reimburse DOL the cost of developing and producing any special or ad hoc informational reports requested by the City that are in addition to the standard MLS informational reports identified in **Attachment B, DOL Statement of Work**, in its section entitled "Reports."

If the City and DOL agree to offer Internet filing processes for the City's licensees, the City agrees to reimburse DOL the fees charged by financial institutions and/or credit card processors to handle the city's license fees collected by credit card and/or other electronic means. DOL will absorb the cost of collecting its own handling fees via electronic means.

The City will reimburse DOL expenses for changes as specified in section "Changes, Modifications, and Amendments" of this Agreement.

The City will remit payment to DOL for costs billed to DOL by the Department of Information Services for the City's access to the DOL computer system as provided in the **Attachment B, DOL Statement of Work**.

VI. BILLING PROCEDURES

DOL will submit any invoices to the attention of: **Ms. Debbie Tarry, Finance Director at: City of Shoreline; Shoreline City Hall; 17544 Midvale Ave N; Shoreline, WA 98133-4921**. Payment to DOL for approved and completed work will be made by warrant or account transfer by the City within 30 days of receipt of the invoice. Upon expiration of this Agreement, any claim for payment not already made shall be submitted within 30 days after the expiration date or the end of the fiscal year, whichever is earlier.

VII. RECORDS MAINTENANCE

Unless otherwise provided in **Attachment C, Certification of Data Disposition**, the parties to this Agreement shall each retain for six years after expiration of this Agreement all books, records, documents, and other material relevant to this Agreement, including Secrecy Clause Affidavits signed by City employees and agents. Personnel of the parties, the Office of the State Auditor, federal officials so authorized by law, and any persons duly authorized by the parties shall have full access and the right to examine, review or audit any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this Agreement to another party, will remain the property of the furnishing party, unless otherwise agreed in writing. The receiving party and its employees and agents will not disclose or make available this material to any third parties without specific written authorization from the furnishing party, signed by personnel authorized to bind the furnishing party. Each party will use reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties, as provided by this Agreement's section VIII entitled "Confidentiality and Safeguarding of Confidential Information" and this Agreement's **Attachment A, DOR Statement of Work**, in its section entitled "Security of Data."

VIII. CONFIDENTIALITY AND SAFEGUARDING OF CONFIDENTIAL INFORMATION

The use or disclosure by any party of any information acquired under this Agreement or information concerning another party for any purpose not directly connected with the administration of responsibilities with respect to this Agreement's *Statements of Work*, **Attachments A and B**, is prohibited except by prior written consent of the other party or unless disclosure is otherwise required by law. Written consent must be signed by personnel authorized to bind the consenting party, and must be attached to the original Agreement. The City shall maintain as confidential all information concerning DOR's enforcement matters and any other information classified as Confidential Information.

The City shall not use or disclose Confidential Information in any manner that would constitute a violation of federal law or applicable provisions of Washington State law. The City agrees to comply with all federal and state laws and regulations, as currently enacted or revised, regarding data security and electronic data interchange of Confidential Information.

The City shall protect Confidential Information collected, used, or acquired under or in connection with this Agreement against unauthorized use, disclosure, modification or loss. The City shall ensure its employees and agents use the Confidential Information solely for the purposes of accomplishing this Agreement's *Statements of Work*, **Attachments A and B**, and that each employee or agent who will have access to the Confidential Information signs and submits to the DOR Contract Manager a notarized DOR Secrecy Clause Affidavit prior to having access to the Confidential Information.

The City agrees to implement physical, electronic, and managerial policies, procedures, and safeguards to prevent unauthorized access, use, or disclosure of Confidential Information, including at a minimum those established in **Attachment A's** section entitled "Security of Data."

The City shall make information available to be amended, as directed by DOL or DOR, and shall incorporate any amendments into all the copies maintained by the City or its agents.

DOL and DOR reserve the right to monitor, audit, or investigate the use of Confidential Information collected, used or acquired by the City through this Agreement. The monitoring, auditing, or investigating may include, but is not limited to, Salting. "Salting" is the act of introducing data containing unique but false information that can be used later to identify inappropriate disclosure of data.

The City shall notify DOL and DOR in writing within five (5) working days of becoming aware of any unauthorized access, use or disclosure of Confidential Information. Each party agrees to defend, protect and hold harmless the other parties for any damages related to unauthorized use or disclosure by its employees or agents.

Any breach of this clause may result in termination of the Agreement, suspension of on-line access accounts and the demand for return of all Confidential Information.

IX. DATA DISPOSITION

The City shall certify the return or destruction of all data as described herein upon expiration without extension or termination of this Agreement, or upon reasonable demand of DOL or DOR, and the City shall retain no copies of the data. (See *Certification of Data Disposition*, **Attachment C**.) If the parties mutually determine that return or destruction is not feasible, the City shall not use the Confidential Information in any manner other than those permitted or authorized by state and federal laws, and shall continue to use physical, electronic, and managerial policies, procedures, and safeguards to prevent unauthorized access, use, or disclosure of Confidential Information, including at a minimum those established in **Attachment A's** section entitled "Security of Data."

X. INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party(ies).

XI. AGREEMENT ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

If, after the execution of this Agreement, the City requests changes to MLS processes, the City may be asked to reimburse DOL the cost of implementing the changes. DOL will notify the City of anticipated costs before starting to make the requested changes. If such changes are initiated by DOL, implementation costs will be absorbed by DOL unless otherwise mutually agreed upon by both parties.

XII. TERMINATION

Any party may terminate this Agreement upon 60 (sixty) days' prior written notification to the other parties. If this Agreement is so terminated, the parties shall be liable only for performance rendered in accordance with the terms of this Agreement prior to the effective date of termination. However, if the termination is for cause under the terms of this Agreement's section XIII, "Termination for Cause," this section will not apply.

XIII. TERMINATION FOR CAUSE

If for any cause, any party does not fulfill in a timely and proper manner its obligations under this Agreement, or if any party violates any of these terms and conditions, the aggrieved party(ies) will give the other party(ies) written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party(ies) to the other(s).

XIV. DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint two additional members to the Dispute Board. The Dispute Board shall review the facts, Agreement terms, and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, any of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

XV. GOVERNANCE

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

1. Applicable state and federal statutes and rules;
2. The terms of this Agreement;
3. Statements of work, Attachments A and B ;
4. Certification of Data Destruction, Attachment C; and
5. Any other provisions of the Agreement, including materials incorporated by reference.

XVI. SURVIVAL

The parties' rights and obligations under sections VII, VIII, IX, XIV, and XV will survive the expiration or termination of this Agreement.

XVII. ASSIGNMENT

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by any party in whole or in part, without the express prior written consent of the other parties.

XVIII. WAIVER

A failure by any party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by personnel authorized to bind the party and attached to the original Agreement.

XIX. RIGHTS OF INSPECTION

Each party shall provide right of access to the other parties, or any of their officers, or to any other authorized agent or official of the state of Washington or the federal government at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance of internal policies and procedures, and/or records relating to the safeguarding, use, and disclosure of Confidential Information obtained or used as a result of this Agreement. Each party shall make available information necessary for the other parties to comply with taxpayers' rights to access, amend, and receive an accounting of disclosures of their Confidential Information.

XX. SUBCONTRACTING

With prior written consent, any party may enter into subcontracts for any of the work or services contemplated under this Agreement. Consent shall not be unreasonably withheld. The party issuing the sub-contract is responsible for ensuring that all terms, conditions, assurances and certifications set forth in this Agreement are carried forward to any subcontracts.

"Subcontractor" means one not in the employment of a party to this Agreement, who is performing all or part of those services under this Agreement under a separate contract with a party to this Agreement and includes subcontractors in any tier. The term "agents" in this Agreement includes subcontractors.

XXI. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement that can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement. To this end the provisions of this Agreement are declared to be severable.

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XXII. CONTRACT MANAGEMENT

The contract manager for each of the parties shall be responsible for and shall be the contact person for all communications regarding the performance of this Agreement.

The Contract Manager for the City is: Debbie Tarry City of Shoreline Finance Director Shoreline City Hall 17544 Midvale Ave. N Shoreline, WA 98133-4921 (206) 546-1700 Fax (206) 546-7868 dtarry@ci.shoreline.wa.us	The Contract Manager for DOR is: Mark Craig Department of Revenue PO Box 47478 Olympia WA 98504-7478 Phone: (360) 705-6602 FAX: (360) 705-6655 E-Mail: MarkKC@DoR.wa.gov
The Contract Manager for DOL is: Nancy Skewis MLS Administrator Department of Licensing PO Box 9034 Olympia, Washington 98507-9034 Phone: 360-664-1446 Fax: 360-570-7875 E mail: nskewis@dol.wa.gov	(This space blank)

XXIII. ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement.

For *City of Shoreline*

Debra S Tarry 8-18-06
 Debra S Tarry (date)
 Finance Director
 Federal Tax ID #:

91-1683888

Approved as to form:

Tramman P. O'Connell
 (This space blank)
 Shoreline City Attorney

State of Washington
 Department of Licensing

Alan Haight
 Alan Haight, as Contracts Officer (date)

Approved as to Form for DOL
 By AAG Anderson, July 31, 2006

Jerald Anderson, AAG (date)

State of Washington
 Department of Revenue

Mark Craig 9/26/06
 Mark Craig, Program Manager (date)

Approved as to Form for DOR
 By AAG Heidi Irvin, July 26, 2006

Signature on file with DOR

Heidi Irvin, AAG (date)

RECEIVED
SEP 11 2006
AS Contracts Office

Attachment A
DOR STATEMENT OF WORK

DOR shall furnish the necessary personnel, equipment, material and/or services and otherwise do all things necessary for or incidental to the performance of work as set forth below.

DESCRIPTION OF DATA

This Agreement governs the transfer of and access to the following data:

The DOR's Information Services Security Program will authorize and provide on-line access to DOR's Unified Business Identifier (UBI) "Inquiry" and "Add" systems to City employees and agents who are required to have access to this information in order to issue UBI numbers to applicants for business licenses through the Master License,

DATA CLASSIFICATION DECLARATION

Data described in this data-sharing agreement are Confidential. This means that the data, due to statutory requirements and the data's sensitive or private nature, require limited and authorized access. Unauthorized access could seriously and adversely impact DOR, its customers, employees or business partners. Unauthorized access could adversely impact DOR legally or financially, or could damage the public's confidence in the agency.

ACCESS TO DATA

Method of Access/Transfer

The data shall be provided by the DOR's Information Services Security Program in the following format:

- ☐ Floppy disk or CD-ROM
- ☐ Secure Message
- ☐ US or CMS mail
- ☐ Electronic file transfer
- ☒ On-line application
- ☐ Facsimile
- ☐ Other _____

Frequency of Data Exchange

- ☐ One time: data shall be delivered by _____ (date)
- ☐ Repetitive: frequency or dates _____
- ☐ As available
- ☒ As needed

Authorized Access to Data

Access to Confidential information shall be limited to individual City staff and agents who are specifically authorized and who have a business need to have access to that information. In accordance with the terms contained herein and prior to making the data available, the City shall notify all staff and agents with access to the data of the use and non-disclosure requirements and shall have each employee and agent who will have access to the Confidential Information sign and submit to the City's Contract Manager a DOR Secrecy Clause Affidavit prior to having access to the Confidential Information.

The City's Contract Manager will notify DOR's Contract Manager or his designee in writing to authorize DOR to grant access to DOR's on-line UBI "Inquiry" and "Add" systems to City employees or agents. A city employee or agent will be granted access to DOR's confidential information only after the DOR Contract Manager has received that person's notarized Secrecy Clause Affidavit.

USE OF DATA

The data provided by DOR shall be used and accessed only for the limited purposes of carrying out activities pursuant to this Agreement as described herein. The data shall not be disclosed without the written authority of DOR. The City shall not use the data provided for any purpose not specifically authorized under this Agreement.

The Confidential Information acquired under this Agreement will be used by the City to issue Unified Business Identifier (UBI) numbers to applicants doing business in the City.

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SECURITY OF DATA

The required protective measures are:

- A signed DOR Secrecy Clause Affidavit must be signed and submitted to DOR's Contract Manager prior to a City employee or agent having access to Confidential Information.
- Confidential Information shall not be communicated by electronic mail unless encrypted.
- Hard copies of Confidential Information shall be stored only in locked drawers, cabinets or rooms, with access to the key or code to the drawer, cabinet, or room limited to those employees or agents permitted to have access to the Confidential Information and shall never be available for reading or copying by anyone other than those authorized to have access to the Confidential Information.
- All computer media containing Confidential Information acquired under this Agreement shall be secured adequately to assure there is no unauthorized access to the data.
- Hard copies of Confidential Information shall be shredded prior to disposal. Hard copies of Confidential Information not in locked storage shall be shredded by the close of each business day. Shredding shall be done according to best practices to assure no information is legible or could be reconstructed.
- The City shall take due care to protect the shared data from unauthorized physical or electronic access and ensure it is in compliance with all appropriate Washington State Information Board security standards.
- The City shall adhere to all requirements of this Agreement's section entitled "Safeguarding of Confidential Information" and of this Agreement's "Certification of Data Disposition," **Attachment C**.

TERMINATION OF ACCESS

Each party may at its discretion disqualify a City employee or agent from gaining access to data. The City may terminate access of its employees or agents, however if the City requests DOR to process such terminations, notice of termination of access will be by written notice from the City Contract Manager to the DOR Contract Manager or his designee. Termination of access of one individual by either party does not affect other individuals authorized under this Agreement.

Attachment B
DOL STATEMENT OF WORK

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The City Shall:

Agree to the exclusive use of the Master Application and any required addenda for the process of applying for a City business license, and the exclusive use of the Master License Service's Licenses and Registrations document for proof of City business licensure. If additional forms are identified as necessary for processing of City licensee accounts, their design, creation, or collection will be a cooperative effort between DOL and the City

Agree to the exclusive use of the Unified Business Identifier (UBI) number in conjunction with the physical location identification numbering used by DOL in the identification of licensees and license accounts in all communications with DOL.

Maintain remote on-line inquiry and update access to the automated MLS and UBI databases.

Accept responsibility for payment of all equipment, connection, or access charges related to the City's access into and use of the MLS databases, as well as for the ongoing maintenance of the City's access to the MLS databases.

Maintain in its city licensing office a limited-service, Washington State Unified Business Identifier (UBI) program field office.

Accommodate requirements for Master Application forms as well as issuance of UBI numbers, regardless of whether the transaction involves a City business license.

Ensure the timely availability to DOL of its licensing and Information Technology staff. The staff contacts provided will be knowledgeable of the City operations and/or technology and be able to assist DOL staff with process improvements and/or troubleshooting.

Use commonly accepted security procedures to make sure that confidential information is not improperly disclosed. All City staff with access to confidential information will follow these security procedures and adhere to the confidentiality requirements of this Agreement.

DOL Shall:

Create, produce, issue, accept, and process new and renewal applications for the City business licenses. In doing so, it will collect, process and disburse the respective City business license fees and licensing information received from applicants and licensees.

Issue licensing documents (Master Licenses) for City business licensees.

Provide informational reporting to the City of the City's business licensees.

Provide its services through either paper-based licensing processes or Internet based processes, depending on the needs of the City and the capability of DOL.

Be responsible for all aspects of designing and implementing modifications to the MLS computer system and establishing related MLS procedures and forms to handle new and renewal applications for City business licenses, issuance of license documents, collection of necessary licensing information and license fees, and their proper distribution.

Provide technical assistance in establishing and configuring proper system access, and ensure security of access for City staff into the MLS and UBI databases. Training will be provided to City staff in the use of the MLS and UBI databases; and ongoing training will be provided to accommodate system changes or staff changes.

Filing of Documentation, Forms, and Records

Paper files are not maintained by DOL. Paper documents submitted to DOL will be microfilmed or electronically imaged, and then destroyed after DOL processing. An electronic representation of all filings completed via the Internet will be maintained. The City will have access to information filed with DOL on either a paper document or via the Internet through electronic access to the MLS computer system. If the City needs a paper document, DOL will produce a copy from the microfilm or electronic record. The copy will be certified if needed by the City.

REPORTS

DOL provides a standard set of reports to each of its partners at no charge. These include but are not limited to, daily lists of new business applications and renewals, the fees processed each day; weekly lists of pending accounts; and lists of businesses for which fees have been transferred. City staff will determine which forms best suit their needs.

DOL may be able to provide non-standard reports, statistics or lists to the City upon request. The City agrees to reimburse DOL costs for the production of non-standard reports requested.

CHANGES TO PROCESSES

DOL will notify the City of any changes anticipated to its processes or services as soon as they are known, and thereafter will coordinate mitigation of impacts that such changes may have upon service it provides.

The City will notify DOL of potential changes to its business licensing requirements, fees or processes sufficiently in advance of the change to allow DOL to implement timely changes to any electronic, or automated systems, or changes to procedures or methods related to administering City business licensing.

The DOL staff will be mindful of broader impacts that could occur to DOL or any of its partners by the City's proposal for change. DOL will assist the City in considering possible alternatives and in determining the most feasible means of achieving the objective of the proposal.

DOL will coordinate review of the changes proposed by the City with any other DOL partners potentially impacted by the proposal and attempt to reach consensus among all affected partners.

DOL will prepare any needed computer system change request in coordination with the City, and place the request in a prioritized work queue for timely completion.

Changes that substantially alter the terms of this Agreement require a written amendment.

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Attachment C
CERTIFICATION OF DATA DISPOSITION

Date of Disposition _____

Data disposition methods used upon expiration or termination of this Agreement: (select all that apply).

- ☒ CHECK THE APPROPRIATE BOX
- ☐ All copies of any data acquired under this Agreement have been wiped from all data storage systems and media.
- ☐ All on-line access accounts related to this Agreement have been deleted.
- ☐ All printed and hard-copy materials and all non-wiped computer media containing any data related to this data sharing Agreement have been destroyed.
- ☐ All copies of data acquired under this Agreement that have not been disposed of in a manner described above, have been returned to DOR.

I hereby certify, by signature below, that the data disposition requirements as provided in DOR Data-Sharing Agreement No. _____, have been fulfilled as indicated above.

(Insert City Name)_____
(Signature)_____
(Date)_____
(Print Name)_____
(Title)

Upon completion, submit to the current DOR Contract Manager.